



**TOWN OF DISCOVERY BAY**  
*A COMMUNITY SERVICES DISTRICT*



President – Robert Leete • Vice-President – Kevin Graves • Director – Bill Mayer • Director – Bill Pease • Director – Chris Steele

**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
AGENDA PACKET**

**Regular Meeting**  
**Wednesday, August 2, 2017**

**7:00 P.M. Regular Meeting**

**Community Center**  
**1601 Discovery Bay Boulevard**



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Robert Leete • Vice-President – Kevin Graves • Director – Bill Mayer • Director – Bill Pease • Director – Chris Steele

**NOTICE OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY**

Wednesday August 2, 2017

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: [www.todb.ca.gov](http://www.todb.ca.gov)

**REGULAR MEETING 7:00 P.M.**

**A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call

**B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Board for consideration. Any person wishing to speak must come up and speak from the podium and will have 3 minutes to make their comment. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the President.

**C. CONSENT CALENDAR**

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve DRAFT minutes of regular meeting for July 19, 2017.
2. Approve Register of District Invoices.
3. Approve the installation of the American Heroes Tribute Banners which honor U.S. Military Personnel that have given their lives in the war on terror in Iraq and Afghanistan, and their families, through remembrance.
4. Approve Installation of Stand-By Generator at Influent Pump Station.

**D. AREA AGENCIES REPORTS / PRESENTATION**

1. Supervisor Diane Burgis, District III Report – Contra Costa County Staff Report regarding Hofmann Land Development Company - Discovery Bay Apartments.
2. Sheriff's Office Report
3. CHP Report

**E. LIAISON REPORTS**

**F. PRESENTATIONS**

1. District Engineer Harris – Update regarding replacement of a section of sewer line on Wayfarer Court.
2. District Water Engineer Shobe – Update regarding the Water Meter Project.

**G. BUSINESS AND ACTION ITEMS**

**H. MANAGER'S REPORT**

**I. INFORMATIONAL ITEMS ONLY**

**J. DIRECTORS' REPORTS**

1. Standing Committee Reports
2. Other Reportable Items

**K. GENERAL MANAGER'S REPORT**

**L. CORRESPONDENCE RECEIVED**

**M. FUTURE AGENDA ITEMS**

**N. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA**

(Government Code Section 54957.7)

**O. CLOSED SESSION:**

1. Public Employee Performance Evaluation pursuant to Government Code 54957 (Position: General Manager)
2. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (Subdivision (a) of Section 54956.9)  
Name of Case: *Town of Discovery Bay v. Veolia Water West* (Contra Costa County Superior Court, Case No. CIVMSC15-00421).

**P. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION**

(Government Code Section 54957.1)

**Q. ADJOURNMENT**

1. Adjourn to the next regular meeting of August 16, 2017 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925) 634-1131, during regular business hours, at least forty-eight hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Robert Leete • Vice-President – Kevin Graves • Director – Bill Mayer • Director – Bill Pease • Director – Chris Steele

## MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY

Wednesday July 19, 2017

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: [www.todb.ca.gov](http://www.todb.ca.gov)

### REGULAR MEETING 7:00 P.M.

#### A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m. – By President Leete
2. Pledge of Allegiance – Led by President Leete.
3. Roll Call – All present with the exception of Director Mayer.

#### B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

Public Comment Regarding:

- Traffic counts and speed volume counts - provided handouts.

#### C. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approval of DRAFT minutes of regular meeting for July 5, 2017.
2. Approval of DRAFT minutes of special meeting for July 7, 2017.
3. Approval of Register of District Invoices.
4. Approval of Resolution No. 2017-15 Annual Discovery Bay Lighting and Landscape Zone #8 Appropriations Limit for FY 2017/18.
5. Approval of the extension of the HERWIT Engineering Contract for services into fiscal year 2017-2018.
6. Approval of Memorandum of Understanding between the Town and the Bridge on the Lake Group.
7. Approval of Board Member attendance at the Annual California Special District Association (CSDA) Conference located in Monterey, September 25<sup>th</sup> through September 28<sup>th</sup>.
8. Approval of Annual Palm Tree Pruning to the lowest qualified bidder; Commercial Tree Care in the amount of \$18,640.00.

Consent Calendar item C-7 Annual California Special District Association (CSDA) Conference located in Monterey, September 25<sup>th</sup> through September 28<sup>th</sup> pulled and moved to G-2 for discussion.

Motion by: Director Pease to accept the Consent Calendar with the removal of C-7 for discussion.

Second by: Vice-President Graves

Vote: Motion Carried – AYES: 4 – President Leete, Vice-President Graves, Director Pease, Director Steele, NOES: 0, ABSENT: 1 – Director Mayer.

#### D. AREA AGENCIES REPORTS / PRESENTATION

1. East Contra Costa Fire Protection District Report – No report.

#### E. PRESENTATION

1. Presentation regarding the Brentwood Agricultural Land Trust (BALT) acquiring an agricultural conservation easement on the 520 acre Cecchini Farm.

Brentwood Agricultural Land Trust Interim Director Ron Brown – Provided details of the BALT regarding the easement on the 520 acre Cecchini Farm related to receiving grants from the California Department of Conservation and the requirements to inform the local agencies of the passing of a resolution, Tuesday, August 15, 2017. There was discussion regarding the farming of the Cecchini family, another section of acreage not included in the trust due to funding, the easement remaining as agricultural land, and other grants.

**F. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA**

**1. Veolia Report – Month of June 2017.**

Project Manager Berney Sadler – Provided the details of the June 2017 Monthly Operations Report. There was discussion regarding emergency call-outs.

**G. BUSINESS AND ACTION ITEMS**

- 1. Open the Public Hearing to consider Town of Discovery Bay CSD Ravenswood Landscape Zone #9, Park, Lighting and Open Space Improvements District Assessment Report for the Fiscal Year 2017-2018; continue collection of assessments on County tax roll and adoption of Resolution No. 2017-16, allowing for a 5.2% assessment increase.**

President Leete – Opened up the Public Hearing to consider Town of Discovery Bay CSD Ravenswood Landscape Zone #9, Park, Lighting and Open Space Improvements District Assessment Report for the Fiscal Year 2017-2018; continue collection of assessments on County tax roll and adoption of Resolution No. 2017-16, allowing for a 5.2% assessment increase.

Finance Manager Breitstein – Provided the details regarding the Ravenswood Landscape Zone #9 and HERWIT Engineering assessment report. There was discussion related to the calculations.

Motion by: Director Pease to approve and adopt Resolution 2017-16 confirming the Engineer's Report and ordering the levy and collection of charges for the annual assessment for Ravenswood Improvement District Assessment within the Town of Discovery Bay Community Services District for the Fiscal Year 2017-2018; continue collection of assessments on County tax roll for Ravenswood Landscape, Park, Lighting and Open Space Improvements District.

Second by: Vice-President Graves

Vote: Motion Carried – AYES: 4 – President Leete, Vice-President Graves, Director Pease, Director Steele, NOES: 0, ABSENT: 1 – Director Mayer.

- 2. Approval of Board Member attendance at the Annual California Special District Association (CSDA) Conference located in Monterey, September 25<sup>th</sup> through September 28<sup>th</sup>.**

There was discussion regarding the CSDA Conference related to the SDLF Scramble for Scholarships Golf Tournament.

Motion by: Director Pease to approve the attendance of the CSDA Conference not including the SDLF Scramble for Scholarships Golf Tournament.

Second by: President Leete

There was discussion related to other curricular activities within the conference and the benefit of attending the activities.

Legal Counsel Attebery – Reiterated the motion and questioned the other cost of the other activities and the exclusion of those in the motion.

Director Pease – The motion will be excluding only the SDLF Scramble for Scholarships Golf Tournament.

Motion Failed – AYES: 2 – President Leete, Director Pease, NOES: Vice-President Graves, Director Steele.

Motion by: Vice-President Graves - Staff recommendation to authorize members of the Board of Directors attendance at the Annual California Special District Association (CSDA) Conference located in Monterey, September 25<sup>th</sup> through September 28<sup>th</sup>.

Second by: Director Steele

Vote: Motion Carried – AYES: 4 – President Leete, Vice-President Graves, Director Pease, Director Steele, NOES: 0, ABSENT: 1 – Director Mayer.

**H. INFORMATIONAL ITEMS ONLY**

None

**I. DIRECTORS' REPORTS**

- 1. Standing Committee Reports – President Leete - provided the details of the quarterly meeting of the Contra Costa Special District Association related to presentations from LAFCO and East Bay Regional Parks.**
- 2. Other Reportable Items – Director Steele commented on the landscaping and requested Cal Trans to cleanup on Highway 4.**

**J. MANAGER'S REPORT**

None

**K. GENERAL MANAGER'S REPORT**

General Manager – Provided details related to the Finance Manager Breitstein daughters on an East County Little League winning the Northern California championships and are going to the Western Region Championships, also provided details regarding the County considering zoning and taxation related to Marijuana. There was discussion regarding the zoning and taxation related to the item being agenzized at a future meeting.

**L. CORRESPONDENCE RECEIVED**

1. Received July 10, 2017 from East Contra Costa Fire Protection District meeting minutes June 5, 2017.

**M. FUTURE AGENDA ITEMS**

Response and comments from the Board of Directors to Legal Counsel regarding the performance review for the General Manager.

Legal Counsel Attebery – Stated that the performance review for the General Manager be slated for the August 2, 2017 board meeting. Legal Counsel also requested that each Board Member provide the General Manager evaluation by July 31, 2017.

The regular meeting adjourned at 7:32 p.m. to the Closed Session.

**N. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA**

(Government Code Section 54957.7)

Legal Counsel Attebery – The Board is now adjourning into closed session regarding item O-1.

**O. CLOSED SESSION**

1. Conference with Legal Counsel—Anticipated Litigation pursuant to Government Code Section 54956.9(b) - (One Potential Case)

**P. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION**

(Government Code Section 54957)

Legal Counsel Attebery – Reporting from Closed Session on item O-1 and there is no reportable action.

**Q. ADJOURNMENT**

1. The meeting adjourned at 7:40 p.m. to the regular meeting on August 2, 2017 beginning at 7:00 a.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 07-21-17

<http://www.todb.ca.gov/agendas-minutes>



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

August 02, 2017

**Prepared By:** Dina Breitstein, Finance Manager & Lesley Marable, Accountant  
**Submitted By:** Michael R. Davies, General Manager

MRD

### Agenda Title

Approve Register of District Invoices.

### Recommended Action

Staff recommends that the Board approve the listed invoices for payment.

### Executive Summary

District invoices are paid on a regular basis, and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

### Fiscal Impact:

**Amount Requested** \$ 216,568.56

**Sufficient Budgeted Funds Available?:** Yes (If no, see attached fiscal analysis)

**Prog/Fund #** See listing of invoices. **Category:** Operating Expenses and Capital Improvements

### Previous Relevant Board Actions for This Item

### Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2017/2018  
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2017/2018  
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2017/2018

AGENDA ITEM: C-2

**Request For Authorization To Pay Invoices (RFA)  
For The Meeting On August 02, 2017  
Town of Discovery Bay CSD  
For Fiscal Year's 7/17 - 6/18**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
<b>Contra Costa County Reimbursement</b>				
Delta Debris Box Service	1346583	40Yd Green Pull & Replace (Z57,Z61)	06/30/17	\$300.00
East Contra Costa Fire District	7012017	Fire Station Lease July-Dec 2016 (Z35,Z57,Z61)	07/01/17	\$4,340.00
Tee Janitorial & Maintenance	8886	Janitorial Service July 2017 (Z57,Z61)	07/20/17	\$80.00
Watersavers Irrigation Inc.	1860981-00	Landscape Reimb (Z61)	07/13/17	\$81.24
			<b>Contra Costa County Sub-Total</b>	<b>\$4,801.24</b>
<b>Water</b>				
A & G Printing, Inc.	11	Water Meter Project Mailing	07/03/17	\$1,211.32
Aflac	435962	Supplemental Insurance July 2017	07/25/17	\$339.18
Alhambra	13710019 070717	Bottle Water Service	07/07/17	\$12.66
Badger Meter	80012903	Beacon Cellular Data June 2017	06/30/17	\$3,809.20
Big Dog Computer	BDC33327	IT Support, Hardware Installation	07/13/17	\$94.82
Big Dog Computer	BDC33328	IT Support, Misc. Service Requests	07/18/17	\$77.14
Big Dog Computer	BDC33330	IT Support, Clean System For Re-Deployment	07/19/17	\$45.00
Bill Pease	JULY 2017	Expense Report July 2017	07/20/17	\$92.00
Chris Steele	JULY 2017	Expense Report July 2017	07/20/17	\$138.00
Cintas	185613440	Mats	07/12/17	\$6.86
Cintas	185614453	Mats	07/19/17	\$6.86
City of Antioch	AR149195	Annual ECWMA Dues	07/01/17	\$375.00
Delta Debris Box Service	1346568	Trash Pull & Replace	06/30/17	\$218.89
Fastenal Company	CABRE17662	General Repair	07/13/17	\$129.96
Freedom Mailing Service, Inc	31710	Water Bill Processing June 2017	07/13/17	\$1,048.05
J.W. Backhoe & Construction, Inc.	2808	Water Leak Willow Lake Rd	07/07/17	\$2,913.25
J.W. Backhoe & Construction, Inc.	2809	Water Leak South Point	07/11/17	\$3,435.84
J.W. Backhoe & Construction, Inc.	2811	Water Leak Discovery Bay Blvd	07/11/17	\$4,720.16
Kevin Graves	JULY 2017	Expense Report July 2017	07/20/17	\$184.00
Luhdorff & Scalmanini	33019	Water Meter Project June 2017	06/25/17	\$34,842.11
Luhdorff & Scalmanini	33019	General Services June 2017	06/25/17	\$1,618.75
Luhdorff & Scalmanini	33020	PLC Upgrades June 2017	06/25/17	\$10,317.33
Luhdorff & Scalmanini	33028	Urban Water Management June 2017	06/25/17	\$700.00
Neopost	7900044908384658/717	Postage	07/16/17	\$17.53
Office Depot	941552081001	Office Supplies	07/07/17	\$3.02
Office Depot	941552209001	Office Supplies	07/07/17	\$35.03
Office Depot	942939411001	Office Supplies	07/13/17	\$36.36
Office Team	48727899	Water Meter Project Temporary	07/06/17	\$949.81
Office Team	48803000	Water Meter Project Temporary	07/18/17	-\$581.71
Pacific Gas & Electric	1521433231-2/071217	Electric & Gas Bill 06/12/17-07/11/17	07/12/17	\$9,987.95
Pacific Gas & Electric	2943721807-5/071117	Electric & Gas Bill 06/09/17-07/10/17	07/11/17	\$38,023.57
Paul E. Vaz Trucking, Inc.	50427	Material 06/26/17	07/07/17	\$495.24
Paul E. Vaz Trucking, Inc.	50428	Freight 06/26/17	07/07/17	\$526.63
ReliaStar Life Insurance Company	#JR52 457(B) 073117	457(b) 07/16/17-07/31/17	07/31/17	\$393.02
Ricoh USA, Inc	5049477802	Photocopier	07/17/17	\$101.23
Robert Leete	JULY 2017	Expense Report July 2017	07/20/17	\$138.00
SDRMA	23859	Ancillary Benefits Aug 2017	07/24/17	\$570.64
Shred-It USA-Concord	8122712594	Shredding Service	07/07/17	\$23.22
TASC	4507-7531-2003/0817	IRS Section 125 Health Savings Plan Aug 2017	08/01/17	\$289.99
Tee Janitorial & Maintenance	8886	Janitorial Service July 2017	07/20/17	\$285.60
Univar	SJ824333	Chemicals Delivered 07/03/17	07/03/17	\$272.03
Univar	SJ824334	Chemicals Delivered 07/03/17	07/03/17	\$213.90
Univar	SJ826563	Chemicals Delivered 07/15/17	07/15/17	\$362.70
Univar	SJ826564	Chemicals Delivered 07/15/17	07/15/17	\$279.00
Univar	SJ826655	Chemicals Delivered 07/17/17	07/17/17	\$316.20
Univar	SJ826657	Chemicals Delivered 07/17/17	07/17/17	\$241.80
Upper Case Printing, Ink.	12172	Office Supplies	07/17/17	\$62.18
W.J. Kirk Welding	50906	Gate Welding	07/11/17	\$100.00
William Mayer	JULY 2017	Expense Report July 2017	07/14/17	\$493.89
			<b>Water Sub-Total</b>	<b>\$119,973.21</b>
<b>Wastewater</b>				
Aflac	435962	Supplemental Insurance July 2017	07/25/17	\$508.76
Alhambra	13710019 070717	Bottle Water Service	07/07/17	\$18.99

Bay Area Air Quality Management District	4AC49	Annual Permit Renewal	07/06/17	\$12,300.00
Big Dog Computer	BDC33327	IT Support, Hardware Installation	07/13/17	\$142.23
Big Dog Computer	BDC33328	IT Support, Misc. Service Requests	07/18/17	\$115.72
Big Dog Computer	BDC33330	IT Support, Clean System For Re-Deployment	07/19/17	\$67.50
Bill Pease	JULY 2017	Expense Report July 2017	07/20/17	\$138.00
Chris Steele	JULY 2017	Expense Report July 2017	07/20/17	\$207.00
Cintas	185613440	Mats	07/12/17	\$14.20
Cintas	185613440	Uniforms	07/12/17	\$10.31
Cintas	185614453	Mats	07/19/17	\$14.20
Cintas	185614453	Uniforms	07/19/17	\$10.31
Contra Costa County Treasurer-Tax Collect	799-999-008-3/17-18	Property Tax 2017-2018	07/12/17	\$12.58
Delta Debris Box Service	1346568	Trash Pull & Replace	06/30/17	\$328.34
Discovery Pest Control	216416	WWPT#1 Pest Control	07/05/17	\$70.00
Kevin Graves	JULY 2017	Expense Report July 2017	07/20/17	\$276.00
Neopost	7900044908384658/717	Postage	07/16/17	\$26.30
Office Depot	941552081001	Office Supplies	07/07/17	\$4.54
Office Depot	941552209001	Office Supplies	07/07/17	\$52.54
Office Depot	942939411001	Office Supplies	07/13/17	\$54.53
Pacific Gas & Electric	1181942262-4/071017	Electric & Gas Bill 06/08/17-07/09/17	07/10/17	\$4,260.41
Pacific Gas & Electric	7312115758-7/071317	Electric & Gas Bill 06/12/17-07/11/17	07/13/17	\$40,572.58
ReliaStar Life Insurance Company	#JRS2 457(B) 073117	457(b) 07/16/17-07/31/17	07/31/17	\$589.53
Ricoh USA, Inc	5049477802	Photocopier	07/17/17	\$151.84
Robert Leete	JULY 2017	Expense Report July 2017	07/20/17	\$207.00
SDRMA	23859	Ancillary Benefits Aug 2017	07/24/17	\$855.97
Shred-It USA-Concord	8122712594	Shredding Service	07/07/17	\$34.83
TASC	4507-7531-2003/0817	IRS Section 125 Health Savings Plan Aug 2017	08/01/17	\$434.98
Tee Janitorial & Maintenance	8886	Janitorial Service July 2017	07/20/17	\$428.40
Upper Case Printing, Ink.	12172	Office Supplies	07/17/17	\$93.27
W.J. Kirk Welding	50906	Gate Welding	07/11/17	\$150.00
William Mayer	JULY 2017	Expense Report July 2017	07/14/17	\$740.83

**Wastewater Sub-Total \$62,891.69**

**Grand Total \$187,666.14**

**Request For Authorization To Pay Invoices (RFA)**  
**For The Meeting On August 02, 2017**  
**Town of Discovery Bay, D.Bay L&L Park #8**  
**For Fiscal Year's 7/17 - 6/18**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
<b>Zone 8</b>				
Cintas	185613440	Uniforms	07/12/17	\$55.53
Cintas	185614453	Uniforms	07/19/17	\$48.38
Delta Debris Box Service	1346583	40Yd Green Pull & Replace	06/30/17	\$182.00
Denalect Alarm Company	R47726	Quarterly Alarm Charge	07/03/17	\$90.00
East Contra Costa Fire District	7012017	Fire Station Lease July-Dec 2016	07/01/17	\$2,600.00
Mt. Diablo Resource Recovery	17-0001966/063017	Com 2 Yd Bin	06/30/17	\$318.35
Pacific Gas & Electric	0869258994-1/071117	Electric & Gas Bill 06/08/17-07/09/17	07/11/17	\$508.84
Pacific Gas & Electric	5939734421-5/071717	Electric & Gas Bill 06/16/17-07/17/17	07/17/17	\$8,268.52
Tee Janitorial & Maintenance	8886	Janitorial Service July 2017	07/20/17	\$720.00
Town of Discovery Bay, CSD	9-900-000-002-7.02	Water Bill 6/01/17-6/30/17	06/30/17	\$14.66
Town of Discovery Bay, CSD	9-900-000-004-2.01	Water Bill 6/01/17-6/30/17	06/30/17	\$1,542.26
Town of Discovery Bay, CSD	9-900-000-004-2.02	Water Bill 6/01/17-6/30/17	06/30/17	\$622.42
Town of Discovery Bay, CSD	9-900-000-004-2.03	Water Bill 6/01/17-6/30/17	06/30/17	\$627.44
Town of Discovery Bay, CSD	9-900-000-004-2.04	Water Bill 6/01/17-6/30/17	06/30/17	\$104.18
Town of Discovery Bay, CSD	9-900-000-004-2.05	Water Bill 6/01/17-6/30/17	06/30/17	\$83.64
Town of Discovery Bay, CSD	9-900-000-004-2.06	Water Bill 6/01/17-6/30/17	06/30/17	\$319.06
Town of Discovery Bay, CSD	9-900-000-004-2.07	Water Bill 6/01/17-6/30/17	06/30/17	\$41.26
Town of Discovery Bay, CSD	9-900-000-004-2.08	Water Bill 6/01/17-6/30/17	06/30/17	\$39.68
Town of Discovery Bay, CSD	9-900-000-004-2.09	Water Bill 6/01/17-6/30/17	06/30/17	\$90.24
Town of Discovery Bay, CSD	9-900-000-004-2.10	Water Bill 6/01/17-6/30/17	06/30/17	\$80.76
Town of Discovery Bay, CSD	9-900-000-004-4.01	Water Bill 6/01/17-6/30/17	06/30/17	\$13.08
Town of Discovery Bay, CSD	9-900-000-004-4.02	Water Bill 6/01/17-6/30/17	06/30/17	\$106.04
Town of Discovery Bay, CSD	9-900-000-004-4.03	Water Bill 6/01/17-6/30/17	06/30/17	\$387.28
Town of Discovery Bay, CSD	9-900-000-004-4.04	Water Bill 6/01/17-6/30/17	06/30/17	\$16.24
Town of Discovery Bay, CSD	9-900-000-004-4.05	Water Bill 6/01/17-6/30/17	06/30/17	\$25.18
Town of Discovery Bay, CSD	9-900-000-012-0.01	Water Bill 6/01/17-6/30/17	06/30/17	\$25.18
Watersavers Irrigation Inc.	1865361-00	Landscape Maintenance	07/21/17	\$191.84
<b>Total</b>				<b>\$17,122.06</b>
<b>Community Center</b>				
Alhambra	13710019 070717	Community Center-Bottle Water Service	07/07/17	\$63.06
Cintas	185613440	Community Center-Mats	07/12/17	\$60.70
Cintas	185614453	Community Center-Mats	07/19/17	\$60.70
Denalect Alarm Company	R48389	Community Center-Quarterly Alarm Charge	07/03/17	\$96.00
Department of Justice	244940	Community Center-Employment Screening	06/30/17	\$98.00
Discovery Locks & More, Inc.	114205	Community Center-Padlocks Keyed	07/11/17	\$346.12
Leslie's Pool Supplies, Inc.	27-364632	Community Center-Pool Chemicals	07/17/17	\$294.94
Leslie's Pool Supplies, Inc.	27-365012	Community Center-Pool Chemicals	07/21/17	\$458.57
Lincoln Equipment, Inc.	S1319589	Community Center-Pool Maintenance	07/05/17	\$478.12
Lisa Tonga-San Juan	1	Community Center-Class Refund	07/13/17	\$55.00
Lucia Peters	15	Community Center-Program Fees	07/21/17	\$486.00
Mt. Diablo Resource Recovery	17-0013218/063017	Community Center-Com 3 YD Bin	06/30/17	\$444.66
Office Depot	939684923001	Community Center-Office Supplies	06/28/17	\$107.42
Pacific Gas & Electric	5702839598-6/071117	Community Center-Electric & Gas Bill 06/09/17-07/10/17	07/11/17	\$2,461.46
R & B Company	S1661910.001	Community Center-Building Maintenance	07/05/17	\$114.75
Tee Janitorial & Maintenance	8886	Community Center-Janitorial Service July 2017	07/20/17	\$260.00
Town of Discovery Bay, CSD	9-900-000-002-6.02	Community Center-Water Bill 6/01/17-6/30/17	06/30/17	\$51.99
Town of Discovery Bay, CSD	9-900-000-002-6.03	Community Center-Water Bill 6/01/17-6/30/17	06/30/17	\$990.01
Watersavers Irrigation Inc.	1859267-00	Community Center-Building Maintenance	07/10/17	\$61.23
<b>Total</b>				<b>\$6,988.73</b>
<b>Grand Total</b>				<b>\$24,110.79</b>

**Request For Authorization To Pay Invoices (RFA)**  
**For The Meeting On August 02, 2017**  
**Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)**  
**For Fiscal Year's 7/17 - 6/18**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Cintas	185613440	Uniforms	07/12/17	\$75.17
Cintas	185614453	Uniforms	07/19/17	\$75.17
Delta Debris Box Service	1346583	40Yd Green Pull & Replace	06/30/17	\$100.00
East Contra Costa Fire District	7012017	Fire Station Lease July-Dec 2016	07/01/17	\$860.00
Pacific Gas & Electric	0403377952-3/071017	Electric & Gas Bill 06/08/17-07/09/17	07/10/17	\$122.24
Tee Janitorial & Maintenance	8886	Janitorial Service July 2017	07/20/17	\$280.00
Town of Discovery Bay, CSD	9-900-000-004-3.01	Water Bill 6/01/17-6/30/17	06/30/17	\$271.66
Town of Discovery Bay, CSD	9-900-000-004-3.02	Water Bill 6/01/17-6/30/17	06/30/17	\$2,558.20
Town of Discovery Bay, CSD	9-900-000-004-3.03	Water Bill 6/01/17-6/30/17	06/30/17	\$268.78
Williams Sanitary Service	30721	Toilet Rental Ravenswood	07/10/17	\$180.41
			<b>Total</b>	<b>\$4,791.63</b>



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

August 2, 2017

**Prepared By:** Michael R. Davies, General Manager  
**Submitted By:** Michael R. Davies, General Manager

MRD

### Agenda Title

Discovery Bay Boulevard Roadway Banners of the Fallen – honoring American Heroes

### Recommended Action

Approve installation of the American Heroes Tribute Banners which honor U.S. Military Personnel that have given their lives in the war on terror in Iraq and Afghanistan, and their families, through remembrance.

### Executive Summary

The American Heroes Tribute Banner project sponsored by the American Heroes Tribute organization creates roadway/street banners to pay tribute to U.S. Military personnel that have given their lives in the Iraq and Afghanistan wars.

Locally, the *Some Gave All – The Joey Graves Foundation*, is promoting the installation of twenty-six banners to be placed on Discovery Bay Boulevard between Highway 4 and Willow Lake Road. The banners are scheduled to be installed at the end of August and will be in our community through October 7<sup>th</sup>.

The installation and the removal of the banners involves additional contributions. The manpower for this project is being provided by Jim Humphrey of MCH Electric and the equipment is being provided by Steve Gould at Pape Material Handling.

The Banners will be a repeat of those placed in the same area in September 2011, 2012, 2013, 2014, 2015, and 2016. It is an honor that these Banners, which pay tribute to our U.S. Military Heroes, will be in our Community for the seventh year.

These banners honor, preserve and celebrate the memory of these Heroes that have given their lives in the war on terror in Iraq and Afghanistan.

### Fiscal Impact:

Amount Requested \$N/A

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

### Previous Relevant Board Actions for This Item

### Attachments

AGENDA ITEM: C-3



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

August 2, 2017

**Prepared By:** Berney Sadler, Project Manager, Veolia North America  
**Submitted By:** Michael R. Davies, General Manager

MRD

### Agenda Title

Approve Installation of Stand-By Generator at Influent Pump Station.

### Recommended Action

Approval to issue a Purchase Order to Veolia North America for the purchase and installation of a stand-by generator at the Influent Pump Station as part of the Fiscal Year 2016-2017 planned CIP project.

### Executive Summary

The Influent Pump Station located at Plant No. 1 is the most critical pump station in the Town's collection system. The pump station receives all flow from the Town's collection system from where it is then pumped into the Wastewater Treatment Plant(s) for processing. In the fall of 2013 to early spring of 2014 the Influent Pump Station was upgraded. Part of the upgrade system was a new power source. The new power source was not connected to the Plant No. 1 power source. Currently when there is a power outage at Plant No 1 the Influent Pump Station also loses power. When the Influent Pump Station loses its ability to pump, sewage begins to back up in the collection systems. To avoid long-term backed up and possible SSO's a portable generator has to be moved and hooked up to the Influent Pump Station to restore power and proper operation of the station. This is very time-consuming especially if there are multiple power outages throughout the Town. A permanent standby generator would give the Influent Pump Station the ability to run continuously during these power outages with no interruption in service.

Veolia will provide the following services:

- Manager and administrate the project
- 275 KW Generator set with sound enclosure
- Double wall 24-hour base fuel tank 555 gallons UL 142
- Demo old concrete containment area as needed to fit conduit and new generator pad
- Trenching for conduit and pad
- 16 inch Concrete pads for the generator
- Bollards up to five four inch
- Fuel one time filled with #2 red dye diesel
- Electrical engineering and drawings for county permit
- Pull county permit
- Air board permit
- Crane services to off load
- All electrical conduit, wires and supplies to have a complete and operational standby generator set
- Second generator breaker for load testing (like the Caterpillar generators)
- Load test after installed and a transfer test to site load
- 1 year warranty

Total cost not exceed \$130,000.00

"Continued to the next page"

**Fiscal Impact:**

**Amount Requested** \$130,000

**Sufficient Budgeted Funds Available?:** Yes (If no, see attached fiscal analysis)

**Prog/Fund #    Category: Pers.    Optg.    Cap.    -or-    CIP#    Fund#**

**Previous Relevant Board Actions for This Item**

Approved FY 2016-2017 CIP Budget

**Attachments**

Veolia Influent Pump Station Stand by Generator.

**AGENDA ITEM: C-4**

# Influent Pump Station Stand By Generator

December 12, 2016

## **VEOLIA**

**Berney Sadler**

## **TOWN OF DISCOVERY BAY**

**Mike Davies**

Re: The Installing Stand-by Generator for Influent Pump Station at Plant 1

The size is a 275KW Kohler model 275REOZJ package set, 277/480 volt, sound enclosure and 24 hour run time base fuel 555 gal. tank UL 142.

The price includes:

1. Manager and administrate the project
2. 275 KW Generator set with sound enclosure
3. Double wall 24-hour base fuel tank 555 gallons UL 142
4. Demo old concrete containment area as needed to fit conduit and new generator pad
5. Trenching for conduit and pad
6. 16 inch Concrete pads for the generator
7. Bollards up to five four inch
8. Fuel one time filled with #2 red dye diesel
9. Electrical engineering and drawings for county permit
10. Pull county permit
11. Air board permit
12. Crane services to off load
13. All electrical conduit, wires and supplies to have a complete and operational standby generator set
14. Second generator breaker for load testing (like the Caterpillar generators)
15. Load test after installed and a transfer test to site load
16. 1 year warranty

Cost to manage, administrate, the supplies and installation of the stand by generator \$128,817

## Carol McCool

---

**From:** Alicia Nuchols <Alicia.Nuchols@bos.cccounty.us>  
**Sent:** Wednesday, July 26, 2017 10:04 AM  
**To:** Carol McCool  
**Subject:** Agenda Item Request\*\*\*\*FW: Discovery Bay Apartments to the Town of Discovery Bay CSD  
**Attachments:** image001.jpg; db apartment site.pdf; 2016327 - 6-Plex Prototype\_122016.pdf; 2016327\_LUP 3\_Phase 1\_122016.pdf; 2016327\_LUP 3\_Phase 2\_011617.pdf

**Importance:** High

Good morning,

Would it be possible to have this item on the agenda for next Wednesday's meeting? County staff will be there to present.

Alicia Nuchols~  
District Representative  
Supervisor Diane Burgis  
Contra Costa County, District III  
3361 Walnut Blvd., Ste 140  
Brentwood, CA 94513  
925-252-4500

From: Stanley Muraoka <[Stanley.Muraoka@dcd.cccounty.us](mailto:Stanley.Muraoka@dcd.cccounty.us)>  
Date: Wednesday, July 26, 2017 at 9:59 AM  
To: Alicia Nuchols <[Alicia.Nuchols@bos.cccounty.us](mailto:Alicia.Nuchols@bos.cccounty.us)>  
Cc: John Kopchik <[John.Kopchik@dcd.cccounty.us](mailto:John.Kopchik@dcd.cccounty.us)>, Will Nelson <[Will.Nelson@dcd.cccounty.us](mailto:Will.Nelson@dcd.cccounty.us)>, Aruna Bhat <[Aruna.Bhat@dcd.cccounty.us](mailto:Aruna.Bhat@dcd.cccounty.us)>  
Subject: Discovery Bay Apartments to the Town of Discovery Bay CSD

Hi Alicia:

The Hofmann Land Development Company (Hofmann) has proposed developing apartments on the unbuilt portion of the Discovery Bay Shopping Center property on Discovery Bay Boulevard at Sand Point Road. The project would be built in two phases. Phase 1 consists of developing 114 units, at a density of 18.7 units per net acre. Phase 2 would develop on the site of the existing commercial building at 1540 Discovery Bay Boulevard with 18 units. With both phases, the project would have a density of 18.6 units per net acre. [1540 Discovery Bay Boulevard is leased, as of March 2016, to Reclamation District 800, Alain Pinel Realtors, Discovery Bay Veterinary Clinic, and Discovery Bay Cleaners. The large 4,800 sq. ft. Suite G in this building has been vacant for some time.] The two-phase project would be sited on 7.1 acres of the 12-acre Discovery Bay Shopping Center property.

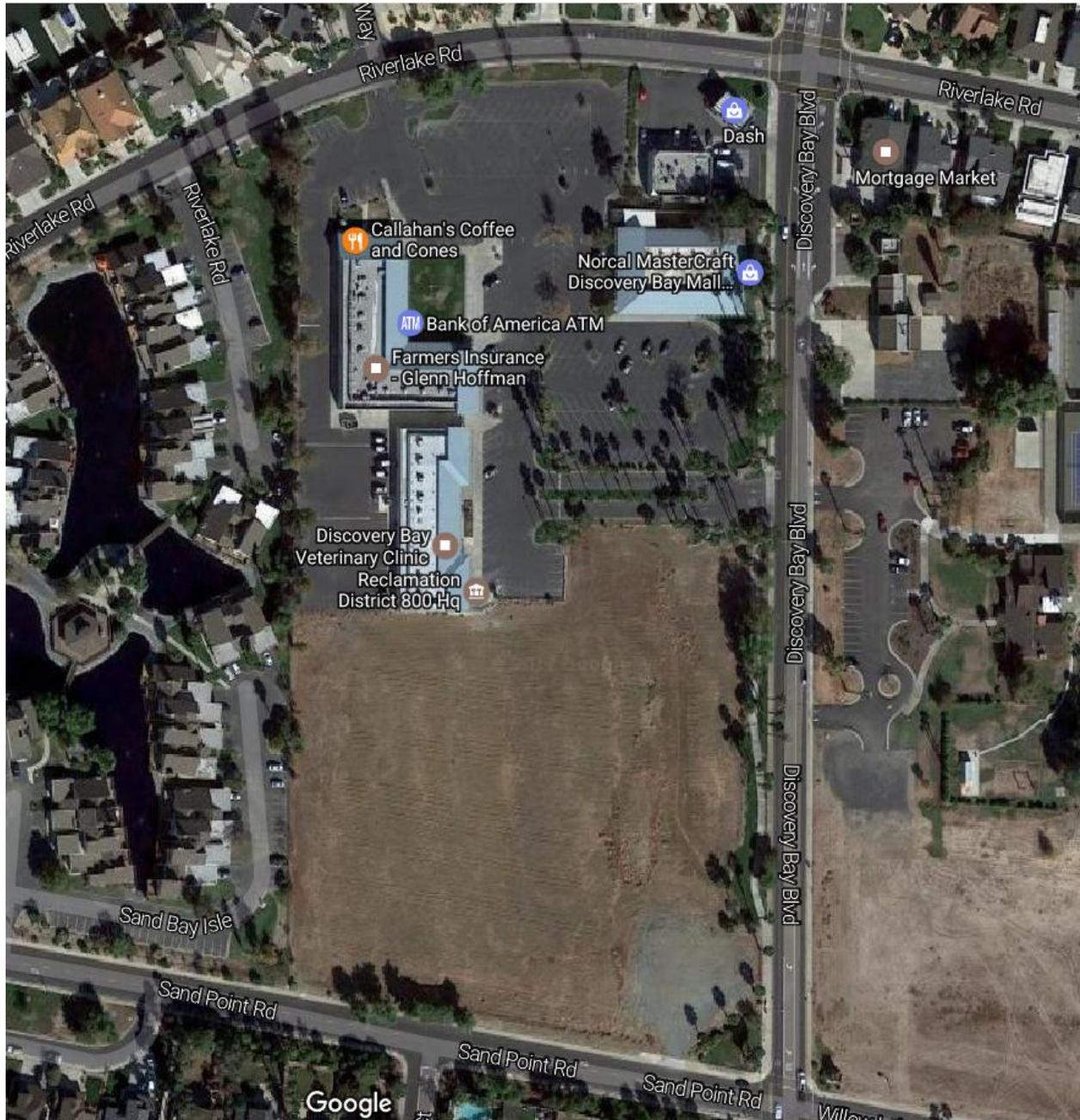
The General Plan land use designation of CO, Commercial, which allows a range of commercial uses. Hofmann proposes to change the General Plan land use designation to MM, Multiple-Family Residential- Medium Density, which allows multiple family units at a range of between 12.0 and 21.9 units per net acre. Accordingly, Hofmann has submitted a request for a General Plan Amendment feasibility study. This request will go to the Board. If the Board approves the General Plan Amendment study, The Department of Conservation and Development would proceed with processing an application for a General Plan Amendment, a Rezone to amend the existing Discovery Bay P-1 Planned

Unit District to accommodate the multiple-family development, and a Development Plan for the proposed development.

In 2009, Hofmann submitted a prior request for a General Plan Amendment feasibility study for a mixed-use commercial and residential project. This request was approved by the Board and the Department proceeded to process the General Plan Amendment, Rezone, and Development Plan; however, stopped work on the applications at Hofmann's request. The Department is now prepared to proceed with the new Hofmann project at the Discovery Bay Shopping Center site.

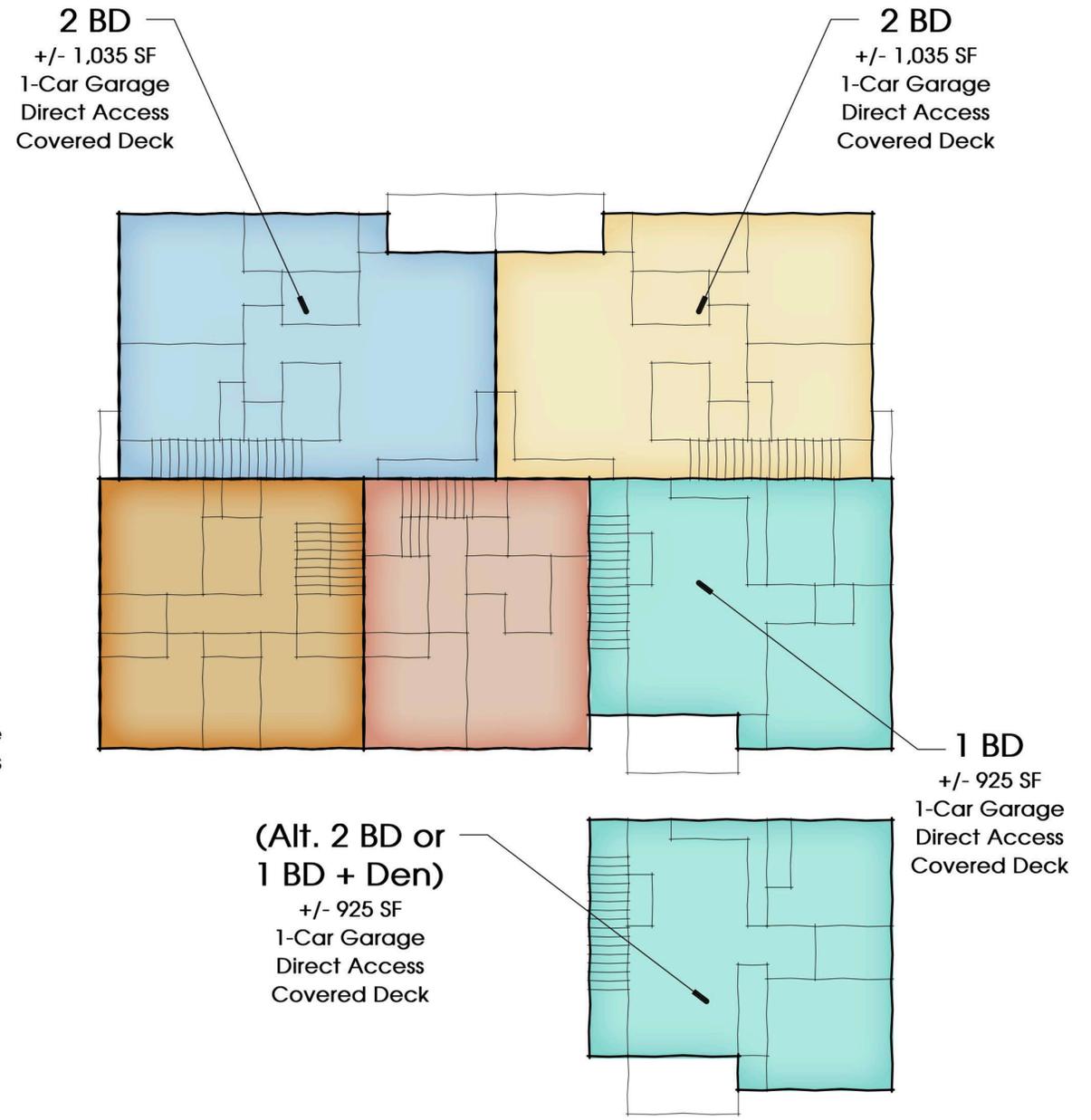
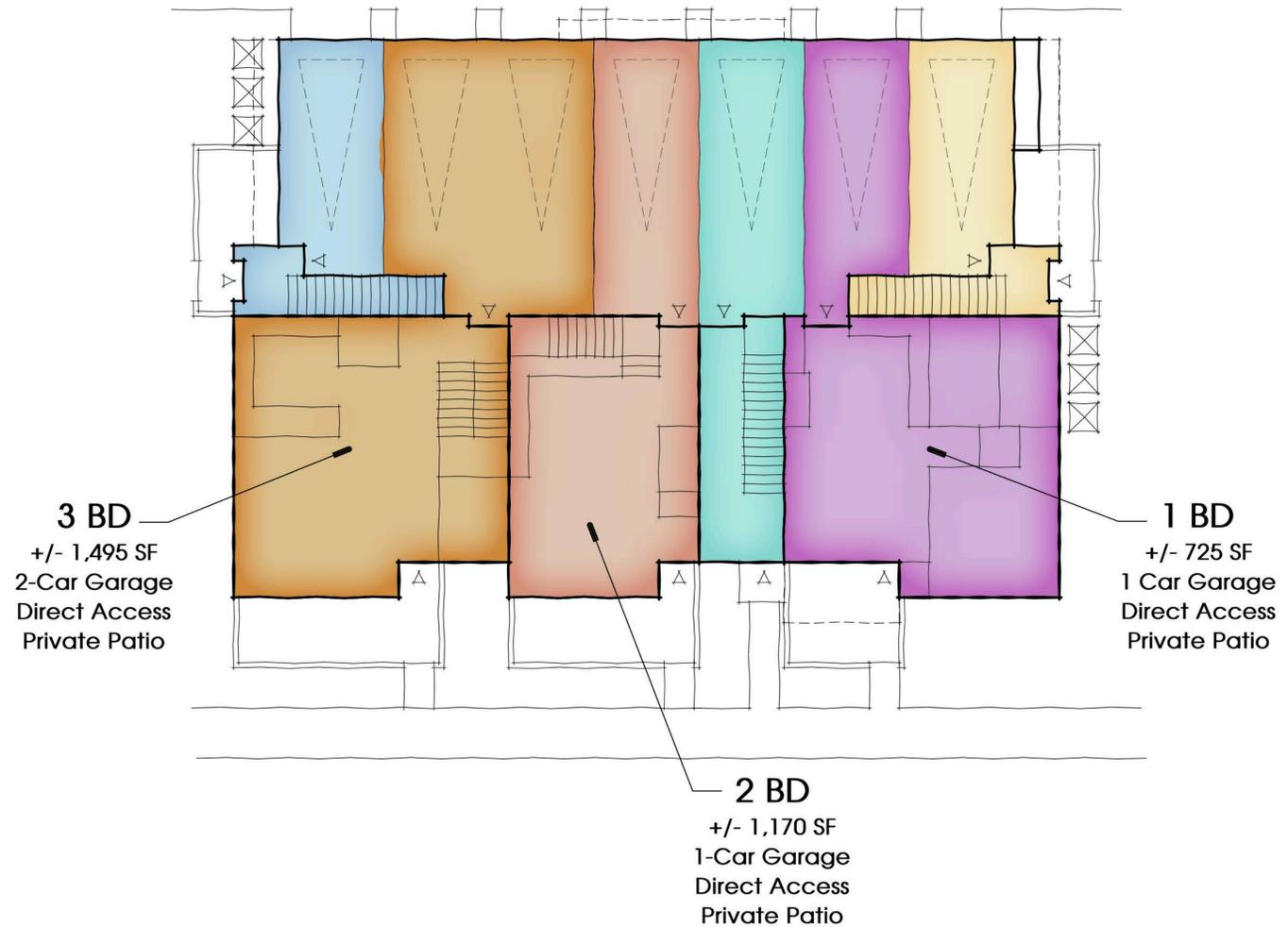
Before proceeding to the Board with the General Plan Amendment feasibility request, the Department would like to receive comments from the Town of Discovery Bay Community Services District (CSD). Accordingly please place this item on the agenda for the next CSD meeting. Relevant information from Hofmann is attached. If you need staff to attend the meeting to explain this proposed project to the CSD, let me know. Thank you!

[signature block]



Ground Floor

Second Floor



- Notes:
1. Site plan is for conceptual purposes only.
  2. Site plan must be reviewed by planning, building, and fire departments for code compliance.
  3. Base information per civil engineer.
  4. Civil engineer to verify all setbacks and grading information.
  5. Building Footprints might change due to the final design elevation style.
  6. Open space area is subject to change due to the balcony design of the elevation.
  7. Building setbacks are measured from property lines to building foundation lines.

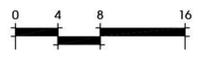
6-Plex Apartment Prototype

Discovery Bay

Contra Costa County, CA

The Hofmann Company

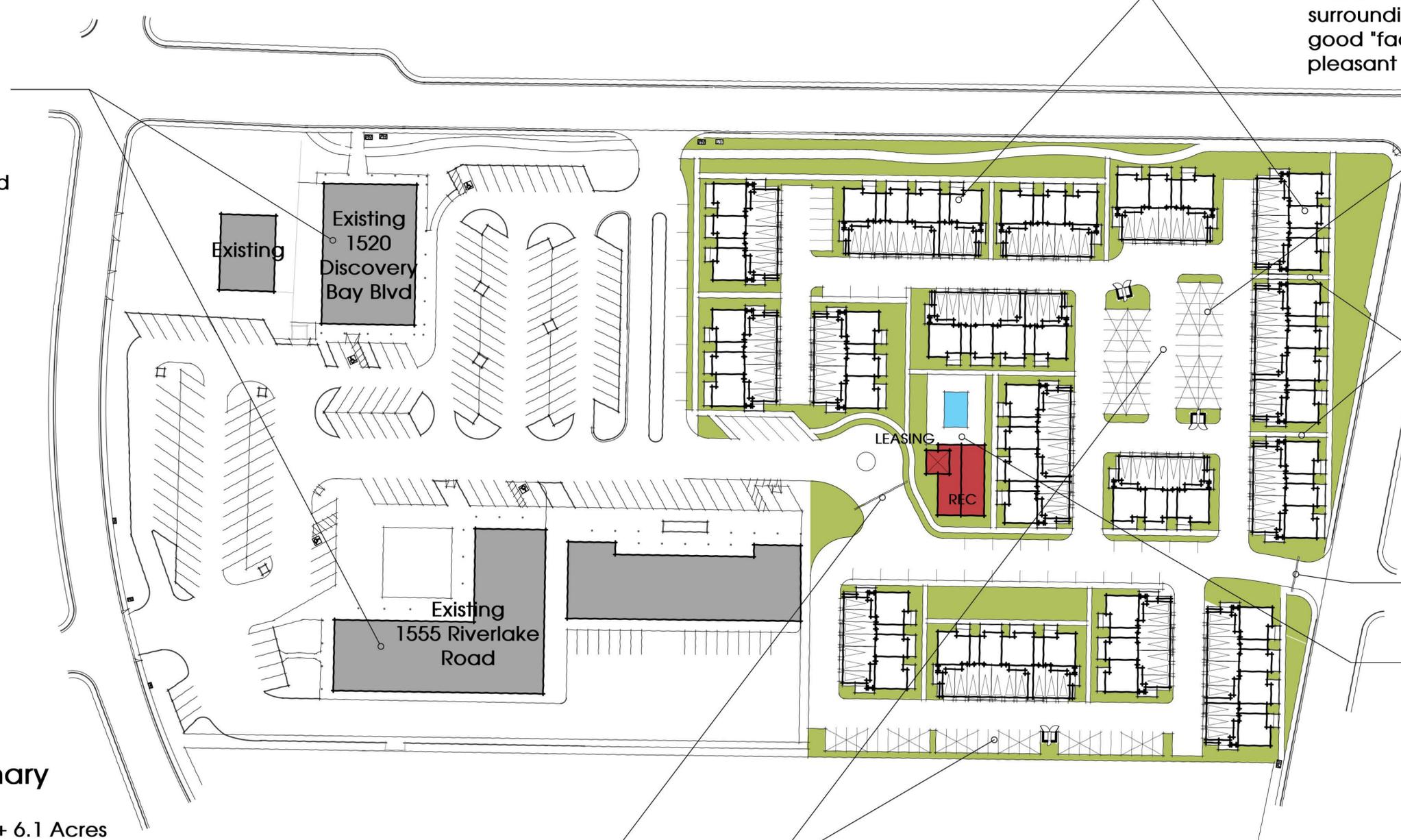
WILLIAM HEZMALHALCH ARCHITECTS, INC. © 2016



WILLIAM HEZMALHALCH  
ARCHITECTS INC.  
2850 REDHILL AVENUE SUITE 200 SANTA ANA CA 92705-5543  
949 250 0607 www.wharchitects.com fax 949 250 1529  
2016327 December 20, 2016

Existing commercial buildings and associated parking remain intact to facilitate uninterrupted operation during construction.

Perimeter buildings front onto surrounding streets, creating a good "face" to the project and a pleasant pedestrian streetscape.



Potential covered carports

Pathways between buildings connect building entrances with additional parking behind and create an interconnected pedestrian network throughout the community.

E.V.A.

A centrally located leasing and recreation facility is a focal point for the community. It also serves as a counterpoint to the existing Discovery Bay Community Center to the East.

### Project Summary

- Gross Site Area:  $\pm$  6.1 Acres  
 Total Units: 114 Units
- (44) 1 BD (+/- 725 - 925 SF) 39%
  - (54) 2 BD (+/- 1,035 - 1,170 SF) 47%
  - (16) 3 BD (+/- 1,495 SF) 14%

Net Density: 18.7 Homes per Acre  
 Parking Required: 2.06 Sp/DU  
 Parking Provided: 2.12 Sp/DU

Gated Entry

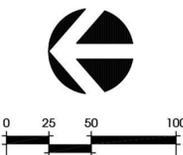
Parking is hidden from the streetscape and is dispersed throughout the plan to minimize parking proximity distances. 50% of spaces must be covered. Currently, 53% are covered in garages.

## Phase 1 Conceptual Land Plan (6 and 9-Plexes)

#### Notes:

1. Site plan is for conceptual purposes only.
2. Site plan must be reviewed by planning, building, and fire departments for code compliance.
3. Base information per civil engineer.
4. Civil engineer to verify all setbacks and grading information.
5. Building Footprints might change due to the final design elevation style.
6. Open space area is subject to change due to the balcony design of the elevation.
7. Building setbacks are measured from property lines to building foundation lines.

WILLIAM HEZMALHALCH ARCHITECTS, INC. © 2016



**Discovery Bay**  
 Contra Costa County, CA  
**The Hofmann Company**



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 949 250 0607 www.wharchitects.com fax 949 250 1529  
 2016327 December 20, 2016



### Project Summary

Gross Site Area:  $\pm$  7.1 Acres  
 Total Units: 132 Units

- (52) 1 BD (+/- 725 - 925 SF) 39%
- (62) 2 BD (+/- 1,035 - 1,170 SF) 47%
- (18) 3 BD (+/- 1,495 SF) 14%

Net Density: 18.6 Homes per Acre  
 Parking Required: 2.06 Sp/DU  
 Parking Provided: 2.22 Sp/DU

Gated Entry

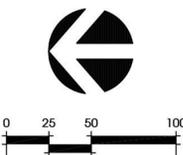
Parking is hidden from the streetscape and is dispersed throughout the plan to minimize parking proximity distances. 50% of spaces must be covered. Currently, 53% are covered in garages.

## Phase 2 Conceptual Land Plan (6 and 9-Plexes)

Notes:

1. Site plan is for conceptual purposes only.
2. Site plan must be reviewed by planning, building, and fire departments for code compliance.
3. Base information per civil engineer.
4. Civil engineer to verify all setbacks and grading information.
5. Building Footprints might change due to the final design elevation style.
6. Open space area is subject to change due to the balcony design of the elevation.
7. Building setbacks are measured from property lines to building foundation lines.

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**Discovery Bay**  
 Contra Costa County, CA  
**The Hofmann Company**

**W**  
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